

Brittany E. Lutz

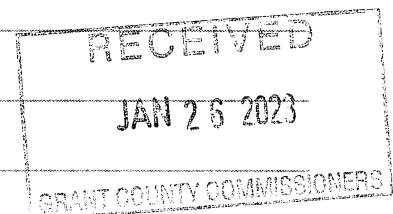
From: noreply@civicplus.com
Sent: Thursday, January 26, 2023 11:28 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

****EXTERNAL EMAIL****

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Maleena Lopez
Dept/Committee	Renew/SUD
Date of Request	1/26/2023
Travel Type	Out of State Travel
Departure Date	4/23/2023 6:00 AM
Return Date	4/26/2023 10:00 PM
Funding Source	Both
Account Code	Field not completed.
Destination (City, County, State)	Falls Church, VA
Purpose of Travel	Champions for Youth Summit
Hotel - GSA Rate	\$258.00
Hotel - Nightly Rate	\$258.00
Cost Application	Government Rate
Rental Car Required	No
Hotel Total	\$774.00
Conference Fee	\$495.00
Daily M&IE at Destination	\$276.50
Rental Car Cost per day	0



Explanation for Rate
(required if hotel cost is
greater than per diem, or
government rate)

Conference rate due to location and number attending

Air Carrier

Alaska Airlines

Cost of Flight

\$1092.00

Total trip cost (Include all
cost totals)

\$2,637.50

Preparer's Name

Tina Steinmetz

Preparer's Title

Accounting Technician

Preapproved by EO/DH?

Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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